National Congress Bulletin

OCTOBER 1951 PUBLISHED BY THE NATIONAL CONGRESS OF PARENTS AND TEACHERS • CHICAGO 5 • VOL. 19, NO. 2

Dear Friends:

THERE is one week in October that we will find of tremendous significance this year—the week beginning October 21, United Nations Week—and one day upon which we may profitably concentrate our attention. That is October 24, United Nations Day.

I hope that every one of our 37,014 local units, the councils, the district and regional organizations, and each state congress will make this day and week a time that will not be forgotten by the citizens of our great land.

United Nations Day commemorates the signing of the United Nations Charter in 1946 by a sufficient number of nations to give it official sanction as an instrument of communication among peoples of the world and an organization designed to unite all nations in the agelong struggle for peaceful settlement of disputes and advancement of the goals of civilization.

It is the only day in the year that is celebrated all over the world, by all races and all religious groups. Never before in history have we known anything of the sort. Common to all peoples are the special prayers offered by all religious denominations for the success of the United Nations as an instrument for permanent peace. Bells rang last year in every part of the globe, led by the great freedom bell supplied by people in the United States for the special celebration in West Berlin. That bell was the symbol of an historic Crusade for Freedom, which will continue as long as free people remain on the earth.

Last year there was much questioning about the Crusade for Freedom, a part of United Nations Week observance, for we have become suspicious of the subtle subversive propagandists who use patriotic-sounding captions to attract patriotic people. But all of America now knows that the Crusade for Freedom movement is an honest effort to bring to mind the blessings of freedom where all roads leading to individual growth, personal responsibility, and corporate strength must be kept open.

What can we in the P.T.A. do to advance the causes of freedom through observance of United Nations Day or Week?

Many local units will devote the October meeting to a discussion of the United Nations and its work for peace. You can secure a very useful leaflet entitled *United Nations Day 1951* by writing to the National Citizens' Committee for United Nations Day, 816 Twenty-first Street, N.W., Washington, D. C. The leaflet contains information about the accomplishments of the United Nations and the ways it has helped to avert war again and again since its inception. Another helpful leaflet may be obtained from the Church Peace Union, 170 East Sixty-fourth Street, New York 21, New York. (One hundred copies cost seventy-five cents.) It presents texts for a "spiritual revival to change the moral climate of our time." May I quote one paragraph:

"The United Nations has taken strong action to the limit of its resources and power against the *root* causes of international anarchy—

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Our national president, Mrs. John E. Hayes, was one of the guests of honor at the luncheon of the National Council of Administrative Women in Education, which was held during the thirtieth representative assembly of the National Education Association at San Francisco. She is seated third from the right in the picture. On her right is Agnes Samuelson, whom many parents and teachers will recall as a former national chairman of the Committee on School Education.

the hunger, oppression, disease, and social injustices that bedevil the world's peoples. The United Nations seeks, on the basis of principle, to achieve security and well-being for all members of the human family. This dual objective, when sought in good faith, is in accord with the Psalmist's words: 'Mercy and truth are met together; righteousness and peace have kissed each other.'"

Local units or councils can enlist the interest of other community leaders in developing a community-wide celebration of United Nations Day. There is available a United Nations Day kit, which contains posters that can be used in store windows and on school bulletin boards. Write your state office about these kits or send directly to the National Citizens' Committee for United Nations Day.

Further, the local unit or council can sponsor radio broadcasts; prepare newspaper articles; solicit the help of the editor of the school paper; ask local clergymen to plan suitable observances in the churches; sign the register of the Crusade for Freedom, and encourage others to sign; and feature the Universal Declaration of Human Rights, the first document of its kind. If the budget of your local unit will allow the expenditure, present copies of the Declaration to members of the P.T.A. Find out if it is being studied in your local high school, and cooperate with the school administrator to secure copies for the students. Write to your state office or state chairman of international relations for additional suggestions.

The United Nations *can* succeed if enough people know of its achievements and are thus encouraged to work for its goals. Let us help to keep the freedom bells ringing.

Four More Areas for Action

The National Congress, represented by its president, has testified before the Federal Communications Commission regarding the allocation of television bands for educational use. You may be sure that we will continue to be watchful of such an important means of safeguarding the use of this new medium. There is much to be done, however, in every community where television is available if we are to ensure high standards for TV programs coming into our homes. It is appropriate to establish committees to appraise the telecasts, just as we have done for radio broadcasts. It is also appropriate for such committees to protest to the stations where questionable programs are seen during children's viewing hours (5:00 to 7:00 p.m.), and it is exceedingly important to *commend* the station for *good* programs.

Already this year more young persons of high school age are out of school than at any time in the past five years. Some of these young people have volunteered for military service, but many of them have left school to go to work or, to put it as one lad did, "To have a humdinger of a fling before the army gets me."

In one community the high school P.T.A., in full cooperation with the principal of the school, is undertaking a study to find out why its own youth are not in school. Thus far the *need* to work is the cause noted least frequently. One important cause is "discouragement over the world outlook," revealing a lack of faith on the part of adults that conditions young people to lose faith in their future. Loss of faith in freedom and government by the people is the basis upon which communism grows. I hope each high school P.T.A. will give serious consideration to *keeping young people in school.*

In a recent report on the narcotics problem I read the following: "Some of the same symptoms which create dropouts in school will also lead to the same young people seeking the outlets available through the use of narcotics.

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Pictured **above** are the officers of the national chairmen's conference for 1951–52. On the right is Mrs. Ruth Gagliardo, national chairman of Reading and Library Service, who serves as chairman of the group. Ruth Powell, national chairman of School Lunch, acts as the secretary-treasurer, and Claude B. Wivel, national chairman of School Education, is vice-chairman.

© *Miami Beach Photo Supply*

Above are seen the officers of the state presidents' conference for 1951–52. Mrs. Hunter Barrow, president of the Virginia branch, who serves this conference as chairman, is in the center. On her left is the vice-chairman, Mrs. Herman Engle, the president of the Missouri branch; and on her right is the secretary-treasurer, Mrs. Jennelle Moorhead, the president of the Oregon branch.

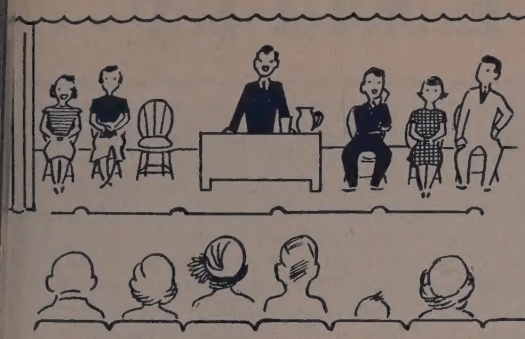
Emotional tensions alone or coupled with social and economic ills become good soil for the growth of the use of narcotics." Study groups may wish to consider the conditions leading to emotional problems among young people as a way to curb the growing menace of narcotism.

Just one more word. So much misunderstanding and misinformation prevail today about our educational system that we in the parent-teacher association need to be more than ever alert to our opportunities to tell parents and other citizens about our schools. We need to make clear the basic philosophy of modern education and the methods used to attain its objectives. There are some good films to show in a P.T.A. meeting, and local educational problems can be discussed. Do not forget our new leaflet *Everybody's Schools.* A whole program can be built on a discussion of its contents. If the public lacks information about our schools, we are not doing all we can for America's citizen child.

Faithfully yours,

Anne A. Hayes

Mrs. John E. Hayes, President
National Congress of Parents and Teachers



What Our Congress Parent-Teacher Groups Are Doing . . .

Presenting a New State-Wide Local Unit

Early one Sunday afternoon each month, a most unusual parent-teacher association holds its regular meeting at Greensboro, North Carolina. It's the Central Carolina Convalescent Hospital P.T.A. whose members are the mothers, fathers, and teachers of the young polio victims from all over the state who are receiving treatment there.

Much of the inspiration for organizing this unit of the National Congress came from the head teacher at the hospital, Ruth Helen Gunn, who herself has had the dread disease. She believed that, through the P.T.A., parents could be made aware of the need for continuing their children's education in every way possible after the boys and girls were released from the hospital even if they were unable to attend regular classes at school.

Physicians and nurses at the hospital are active in helping to plan the meeting programs, which are designed to give a greater understanding of the pathology of polio and the vital role that parents and teachers must play in rehabilitating those who are unfortunate enough to have had it.

(The June-July 1950 *Bulletin* carried a story about the organization of the Illinois Children's Hospital-School P.T.A. in Chicago, the first unit of the National Congress to be established in a state-wide residential school.)

Making Ready for Kindergarten

Parents of five-year-olds in Jamestown, New York, are finding the answers to many of their questions about kindergarten in an attractive booklet that the parent-teacher associations and the board of education distribute as a part of the Summer Round-Up program.

The booklet reminds mothers and fathers that no child will be accepted for registration until his birth certificate is presented. Included in this publication are the calendar for the school year, a description of a typical day in kindergarten, and a list of the things that each child is expected to be able to do for himself.

It also contains an invitation to visit the child's class and to join the P.T.A. and a study group where "the problems of the young child and some of the best ways of solving them are brought to light."

* * *

Boys and girls who attend the Eldridge Park School in Lawrence Township, New Jersey, enjoyed special playground programs under the supervision of the P.T.A. for six weeks last summer.

P.T.A. publicity chairmen in Portland, Oregon, receive a great deal of help in their work from Freda Mowry, the club editor of the *Oregonian*. Early each fall she holds a special school of instruction at the office of this newspaper for these chairmen and any other P.T.A. officers who wish to attend.

* * *

This year Mrs. Virgil Browne, a life member of the National Congress was chosen as "Oklahoma Mother." She has had a distinguished record of parent-teacher service in two state congresses. After she had served as president of the Louisiana Congress, Mrs. Browne and her family moved to the Sooner State, and she became one of the pioneers in the Oklahoma Congress.

This group of school principals, school board members, and members of the executive committee of the Hondo High School P.T.A. of Picacho, New Mexico, met recently to discuss a vital factor in insuring good health—adequate dental care. Since no regular dental service was available in the community, plans were made to bring in the dental trailer that the State Health Department had offered to make available.

Pictured here are (left to right) Mrs. Irene Stevens, secretary, P.T.A.; McKinley McTeigue, principal of Hondo Grade School; F. S. Montes, superintendent of Hondo High School; E. Silva, member of the school board; Elsie Kimbrell, principal of Picacho Grade School; Mrs. John Thomas, vice-president, P.T.A.; Roman C. Nunez, president, P.T.A.; Mrs. Albert Kimbrell, past president, P.T.A.; Mrs. Ruby Allen, principal of Tinnie Grade School; Mrs. Frank Titsworth; Frank Titsworth, president, Hondo High School board; and Adolph Shotts, treasurer, P.T.A.

MISTAKEN IDENTITY...

MANY a promising parent-teacher association has ended in shipwreck because its members and leaders mistook it for something that no real parent-teacher association can ever be. This is a minor hazard if the basic goals and policies of parent-teacher work are followed consistently. Yet it may be helpful also to post a few storm warnings—to indicate some of the things that a parent-teacher association is *not*.

NOT a Mother's Club

● The fact that an organization made up of mothers and teachers is not a *parent*-teacher association is too obvious for argument. Nevertheless, obvious or no, organizations exist in many communities in which few, if any, fathers have the slightest interest or part. Not infrequently the meetings are held during the day when most men cannot possibly attend. Elsewhere a few fathers will come dutifully but reluctantly with their wives to evening meetings in which they have no interest. These men are nominal members. They assume that they are expected to take no part in the association's affairs, that "the women run the show."

This is not to condemn the mothers' club. In some communities and under some circumstances this may be the only feasible type of organization. However, it is *not* a parent-teacher association.

Teachers and guidance counselors need the sympathetic understanding and loyal support of fathers as well as mothers for the things they are trying to accomplish with their students. Men teachers, for obvious reasons, will take little interest in a high school association in which fathers have no part. High school boys and girls, perhaps more than younger children, need the interest of both fathers and mothers in their school activities. Moreover, at a time when they are keenly aware of boy-and-girl relationships, they especially need the example of men and women working cooperatively in the same organization.

● A detailed discussion of the basic policies of the National Congress of Parents and Teachers—educational, noncommercial, nonsectarian, nonpartisan, and those governing cooperation with other groups—will be found in the *Parent-Teacher Manual*.

NOT a Money-Raising Agency

● The parent-teacher association is not a clinic for the painless extraction of the coin of the realm. It handles certain funds, to be sure, but money raising should always be incidental to the main objective—never the primary goal.

NOT a Board of Education

● The parent-teacher association is not a self-appointed board of education, or even a supplement thereto. It has no authority to *decide* what should be done in the community in the way of education. Its function is purely advisory. It may, on occasion, very properly spend some of its funds for special school projects, but never to relieve the board of its financial obligations and normal expenditures. Neither in the matter of policy making nor in that of school expenditures should the parent-teacher association confuse its function with that of the board of education.

NOT a Grievance Society—or a Whitewash Crew

● An association should not exist chiefly as a forum where disgruntled patrons can vent their spleen. Facts should be considered candidly—even unpleasant ones—and constructive criticism is always in order. This is a far cry, however, from the organization that is merely a grievance society, or from its converse, the "everything's-lovely" club, which tries to whitewash even the most obvious and deplorable defects.

NOT a Boosters' Club

● The association that spends most of its time and energy boosting the projects and campaigns of other agencies obviously will have little to give to its own. Cooperation with other organizations and agencies should be frequent and wholehearted, but this tail should never wag the dog. The parent-teacher association should lead as well as follow, should challenge and inspire the aid of other organizations and agencies as well as lend a helping hand to them.

NOT an Advertising Agency

● Commercialism and advertising should be avoided as the plague! Pressures come from every direction to *use* the parent-teacher association as an advertising or even as a sales agency. Some of the inducements seem so innocent, and so profitable. But wise leaders turn a deaf ear to all entreaties to mention a certain firm or its products or to sell commercial magazines, garden seeds, or medicines. Once the camel's nose of commercialism is in the tent, it is hard to keep out the shaggy beast.

NOT a Partisan Organization

● Alignment with any political party or active work on behalf of any candidate for office—even a school office—is "off the reservation" for a parent-teacher association. The meetings of an association are a proper forum for the presentation of issues in any campaign that will obviously affect the schools and the children of the community. However, both sides should have equal opportunity to present their case. Members of an association acting *in their own right*, may of course exercise their full rights of citizenship in behalf of any party or any candidate; but the parent-teacher association should always be strictly nonpartisan, just as it is also nonsectarian and free from other discriminatory practices and entangling alliances. The association should not endorse the platform of any one party or the candidacy of any individual.

—— IVAN A. BOOKER, *Assistant Director, Research Division, N.E.A.*, and *Past President, Arlington County Council, Virginia.*

(Reprinted from *The High School Parent-Teacher Association*.)

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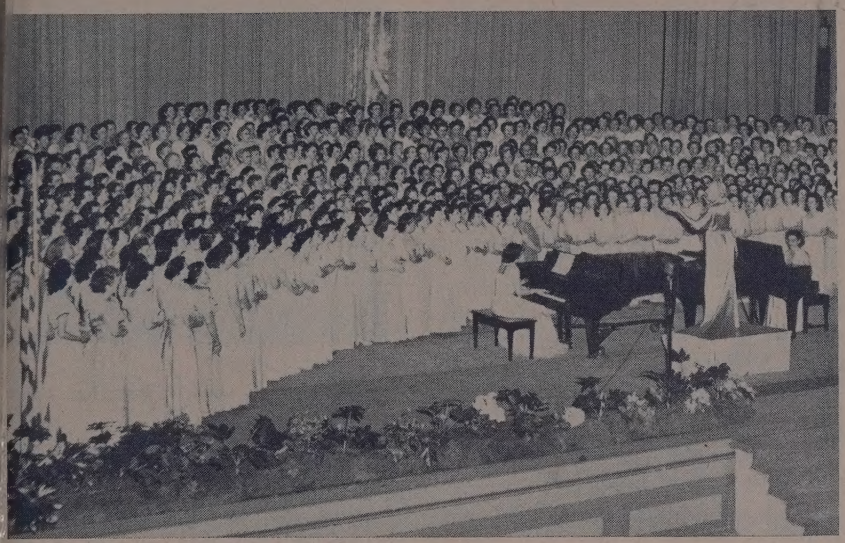
Choral Music in the P. T. A. Program



The Mothersingers Chorus of the California Congress of Parents and Teachers

THE development of a fine program of choral singing for P.T.A. members is a project that should engage the attention of every parent-teacher association throughout the country. In the first place choral groups will have wide appeal among the members of each local unit. They also serve as a rich cultural influence in the P.T.A. program. And not the least among the values of choral groups is the great pleasure that comes not only to the members who perform but to those who have the opportunity to hear these singers in public performances from time to time. Too there is a very strong community relations appeal in a program of choral singing sponsored by a parent-teacher association.

In addition, singing together often stimulates parents to support the music education program of the schools, and many times the music teachers and supervisors need help in carrying out certain projects. To what better group could they appeal than to members of a P.T.A. choral group?

In these times of stress there is a greater need than ever before for good choral singing, for it helps to build a strong moral fibre for our people and to maintain high morale in time of crisis.

Let us keep America singing!

The selections listed here are typical of the music that is suitable for performance by these groups. Directors who would like to have other suggestions may write me at Boston University College of Music, 25 Blagden Street, Boston, Massachusetts. In addition, it might be well for individual directors to study the song lists prepared for the *Bulletin* in October 1949 and 1950 by the former chairman who is now a vice-president of the National Congress, Mrs. J. W. Heylmun.

Mothersingers

● "Mothersingers" is a name that has been registered at the U.S. Patent Office and is to be used only by a singing group sponsored by a council or local unit. The Mothersingers project, which is a part of the music program of the National Congress, gives an opportunity for music chairmen to render a service that is indeed unique.

1.	A Woodland Journey	Franz	18¢
	M. Witmark & Sons		No. 2-W3423
2.	My Hero	Scotson-Strauss	18¢
	M. Witmark & Sons		No. 2-W2939
3.	Four Freedoms	Gibb	15¢
	Carl Fischer, Inc.		No. CM-5338
4.	My Heart Is a Silent Violin	Fox-Andrews	20¢
	Carl Fischer, Inc.		No. CM-5217
5.	A Violin Is Singing in the Street	arr. by Kosketz	18¢
	M. Witmark & Sons		No. 2-W2785

Fathersingers

● Men enjoy singing. This is true whether it be through membership in a fine choral society singing the chorales of Bach and works of other great masters or whether it be in an informal situation such as singing in a barbershop quartet or rendering an individual solo in the shower. There is a rising tide of men's choral singing activity throughout the country. The Fathersingers give the men in the P.T.A. an opportunity for outstanding service to the organization as well as for keen individual enjoyment.

1.	Louisiana Hayride	Schwartz	18¢
	Harms, Inc.		No. 9-H1225
2.	Be Thou Not Still, Oh Lord	Morgan	18¢
	Remick Music Corp.		No. 9-R3148
3.	The Sleeping Lake	Pfeil-Wilhousky	15¢
	Carl Fischer, Inc.		No. CM-2261
4.	Oh, Vreneli	Larson	20¢
	C. C. Birchard & Co.		No. 1569
5.	Sing Praise to God, The Almighty	arr. by Whitford	16¢
	C. C. Birchard & Co.		No. 1482

Mixed Choruses

● Occasionally it is possible for a parent-teacher organization to organize a mixed chorus in which parents, teachers, and friends of the parent-teacher association sing together. These choral groups provide many worth-while values for the P.T.A. program and for the individual members that take part. It is a splendid way of bringing teachers and parents together in a social and musical situation that is sure to have many lasting values.

1.	My Land (A Patriotic Ode)	Protheroe-MacLean	15¢
	Remick Music Corp.		No. 5-G3133
2.	Blessed Redeemer	Bach	15¢
	M. Witmark and Sons		No. 5-W2998
3.	Let's Dance (Paraphrase on "Chopsticks")	Howarth	20¢
	Remick Music Corp.		No. 5-G1781
4.	Ifca's Castle	arr. by Harley Aschenbrenner	16¢
	Carl Fischer, Inc.		No. CM-4708
5.	For Our Country	Mueller	20¢
	Carl Fischer, Inc.		No. CM-6503

DEAN WARREN S. FREEMAN
National Chairman, Committee on Music

HAVE YOURS ARRIVED?

DEAR LOCAL LEADER:

Because You Cherish Children ——

I am sure that you will gladly help us with this project!

We have sent a supply of sample copies of the *National Parent-Teacher* to you and to each of our other 37,013 local presidents. This free distribution is part of a plan to enlarge and vitalize our parent education program. It is also part of a plan to carry out the recommendations of the Midcentury White House Conference on Children and Youth.

We know that the articles which we are publishing in the *National Parent-Teacher* are a constant source of help and inspiration to parents, for we are always getting letters like this one from a new subscriber who lives in Iowa Falls, Iowa:

"Your articles are wonderful—the answer to a need ever since our first child was born. I wish I had known about this magazine sooner. Perhaps if I had I would have avoided some glaring mistakes."

How can anyone read a letter like that and not feel an overpowering urge to tell other young parents about the *National Parent-Teacher?*

Indeed it breaks our hearts to realize that, for every member who has become acquainted with the *National Parent-Teacher* and gratefully writes to thank us for the help it contains, there are dozens and dozens who have never seen a copy of it.

That's why we need your help to bring our official magazine to the attention of every one of our 6,589,516 members. Of course you were handicapped until we could send you enough sample copies. But now, with these copies available to pass around, not a single member of your P.T.A. should be able to say with sadness and regret, "How I wish someone had told *me* sooner about this kind of magazine."

Here's what I hope you will do right away:

1. **First of all, circulate copies among your officers and chairmen. (Your local magazine chairman will help you.)**
2. **Then let the officers and chairmen pass the copies around to the members.**
3. **At your November meeting ask if any member has been overlooked, and if so, arrange to continue the circulation until every one who belongs to your P.T.A. has seen a copy.**

It thrills me to think of what the united efforts of 37,014 local presidents can accomplish in an educational project of this type, and I'll be terribly disappointed if I hear that even one of you fails to take advantage of this wonderful opportunity to do something special for children. Mrs. Hayes and I are counting on you to do *your* part.

Yours in service to children,

Elizabeth B. Hill

President, National Parent-Teacher: The P.T.A. Magazine

A School Lunch Program in Review

Next month the members of the P.T.A. at Sunnyside, a rural school in Arizona, will be discussing the ten-year history of one of their most successful projects—the school lunch program.

At first the P.T.A. members and some of the students volunteered to prepare the meals, wash the dishes, and furnish much of the food, thereby making it possible to offer a hot lunch for just five cents. Some of the men members made the lunch tables and built a dumbwaiter to carry the food from the basement to the first floor auditorium, which also had to be used as a classroom at other times during the day.

Today the school lunch program at Sunnyside is under the direction of the school's board of trustees, with the P.T.A. cooperating in every way it can. A completely balanced meal, including a bottle of milk, is served for twenty cents and "seconds" and "thirds" are always to be had for the asking. Most of the staff of twelve paid workers has attended the classes conducted by the State School Lunch Department.

There are well-equipped kitchens and attractive dining rooms, which the students themselves decorate for special occasions. The student council decides on fitting standards of conduct in the lunchroom. Movies and charts are used to teach boys and girls good nutritional habits, cleanliness, and proper table etiquette.

● The 1952 convention of the National Congress will be held on May 19, 20, and 21 in Indianapolis, Indiana. Will your local unit be represented at this important meeting?

NATIONAL CONGRESS OF PARENTS AND TEACHERS

Executive Committee

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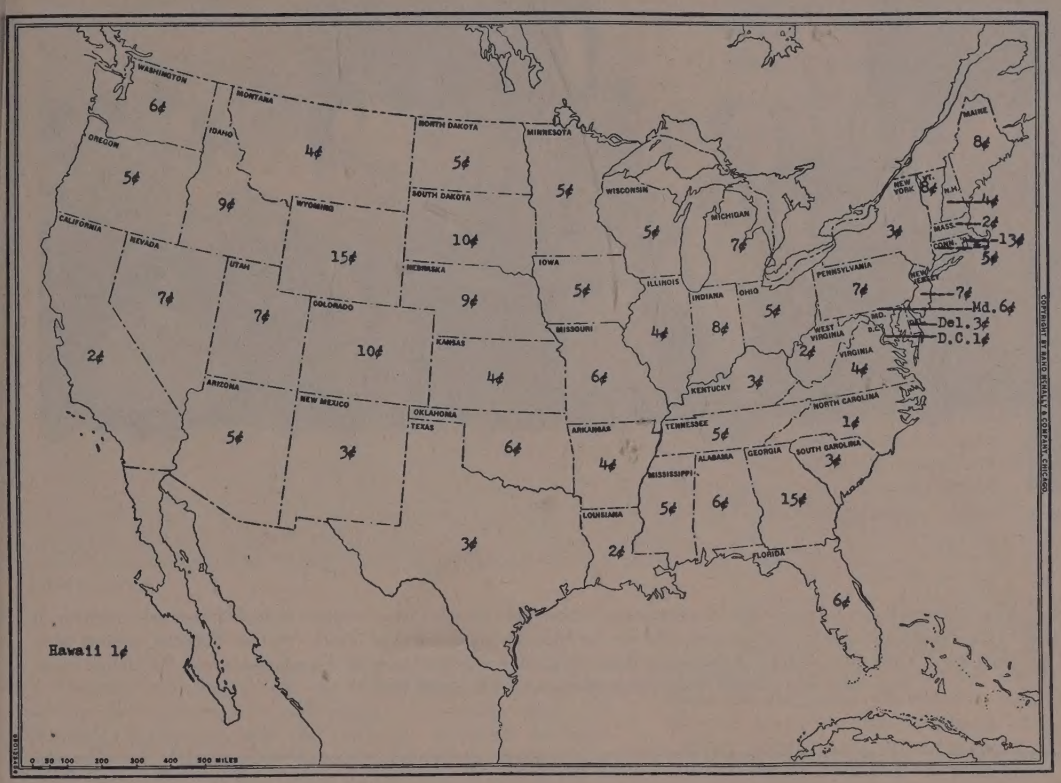
ON THE MAP — *A Headquarters Fund Report*



• Let's get it done in fifty-one! •

TWO new states joined the group at the top of the list when their contributions to the national headquarters fund, as of September 15, averaged at least eight cents a member. They are Nebraska, with nine cents, and Maine, with eight cents.

Georgia is now leading all fifty state congresses with a very slight edge over Wyoming, although both are credited with fifteen cents a member. (As in the case of the previous maps, half a cent or more has been counted as a whole cent. The membership figures used are those of April 15, 1951.) Rhode Island stands in third place, with an average of thirteen cents. South Dakota has pushed ahead to stand on exactly equal terms with Colorado, both now having given a bit more than ten cents a member.

Twenty-one states, you will note, appear with the same figures that were shown on the *Bulletin* map last May—not a surprising situation in the light of the natural letup in the summer months following the national convention.

What is more worthy of note is that Georgia, Michigan, and Utah show gains of five cents in average-per-member donations received since April 15, while Maine and Minnesota increased their gifts by four cents per member. And during the same time the following seven states have sent in contributions that raise their averages as much as two cents a member: Mississippi, Missouri, Nebraska, Rhode Island, South Dakota, Tennessee, and Wyoming.

Watch for the next map! With many local units just becoming actively interested in headquarters plans, we may expect much in the year ahead.

HAS YOUR P. T. A. . .

1. Asked every member to make a contribution?
2. Appointed a small committee to solicit contributions from well-to-do citizens who may be interested in child welfare even if they do not belong to the P.T.A.?
3. Arranged to have someone call on members who promised to contribute later?
4. Thought of earmarking an item in your budget: "For the national headquarters fund"?
5. Considered the possibility of setting aside for this purpose say 5 per cent of the proceeds of your annual fund-raising event?

• It can be done in fifty-one . . . if every member who hasn't contributed to date will do so between now and December thirty-one.

© *Times of Malta*

• During the past summer Mrs. Newton P. Leonard, our first vice-president, represented the National Congress at the fifth delegate assembly of the World Organization of the Teaching Profession, which was held on the Mediterranean island of Malta. At this important meeting Mrs. Leonard (designated by white arrow) had the privilege of discussing parent-teacher work with many of the educators from the United States and more than twenty foreign countries who are pictured here.

STREAMLINERS

A cooperative project of the Wenatchee, Washington, Council and the local Lions Club has made it possible for thirty-five spastic children to receive much-needed treatment. For its part, the council collected a total of 21,900 wire coat hangers, which were sold to eight dry cleaners for a penny apiece, or a total of $219.00. The Lions Club then contributed the additional $381.00 necessary for setting up a physiotherapy department in one of the city's hospitals.

* * *

Is driver education available for high school boys and girls in your community? "Such training can no longer be considered a fad or frill," declares Mrs. Fred Knight, the national chairman of Safety. "It is a safety measure wherein lies our hope for better drivers on the highway in the future."

* * *

Copies of *Stepping Stones*—the collection of poems Mrs. John E. Hayes has donated to the national headquarters fund—are available at your state office and at the National Office. The price is forty cents a copy, twenty-five cents of which goes to the fund.

More Information If You Please!

Have you ever received a Christmas package or a box of beautiful flowers with no card enclosed to tell you who had sent the gift? Or a welcome greeting from a friend far away, who forgot to attach his new address? If you have, you will be able to guess how the national headquarters committee feels when money for our new building arrives with inadequate information.

Whether you are contributing as an individual or as the treasurer of a P.T.A., whether you are sending the gift to your state treasurer or directly to the National Office, *please tell us:*

1. *For all gifts,* the complete name and address of the donor; if a P.T.A., add name and address of the president.

2. *For honor gifts,* the complete name and address of both the donor and the person honored.

3. *For memorial gifts,* the complete name and address of both the donor and a relative of the person honored, to whom it would be appropriate to send a note of appreciation.

4. *For a gift from a local unit that has given an average of fifteen cents or twenty-five cents a member,* an additional note giving the exact membership of the association as well as the total contribution to date.

Gift forms for the use of either individuals or local units are available free on request from the National Office.